



## Institute of Museum and Library Services Technology and Digitization Survey

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This survey is designed to document the Status of Technology and Digitization in **Libraries, Museums, Archives and State Library Administrative Agencies (SLAAs)** in the United States. The Institute of Museum and Library Services (IMLS) is attempting to gather information to determine the needs of these institutions as they progress towards their technology and digitization goals.

Responses to these survey items will be compiled into a report and will be made publicly accessible so that libraries, museums, archives and SLAA's, as well as Congress, policy makers and other organizations, can see what progress has been made towards technology and digitization and where there are still shortcomings. The information you provide will only be reported in aggregate form. By looking at the results from this survey, IMLS hopes to identify current trends in digitization and technology and determine where to focus their funding efforts in the future.

For purposes of this survey, **technology** refers to using and managing information in digital formats through use of computers (hardware and software), automated systems to support services, Internet and other network connections, Web sites and Web-based services, office productivity applications like word processing and e-mail, staff to support these activities, and the range of technologies that help staff and users search, access, and experience collections on-site and virtually. **Digitization** is the process of converting, creating, and maintaining books, art works, historical documents, photos, journals, etc. in electronic representations so they can be viewed via computer and other devices.

If your museum is part of a larger institution, please respond to the questions in this survey in reference to your museum only.

Please complete this survey and return it via fax to Farrasha Jones, 703-219-3777. If you have any questions regarding this survey, please send an e-mail to [IMLSSurvey@caliber.com](mailto:IMLSSurvey@caliber.com) and we will get back to you as soon as possible. Thank you for your participation.

### Burden Estimate and Request for Public Comments:

Public reporting burden for this collection of information is estimated to average 1 hour (60 minutes) per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue, NW Room 223, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0050), Washington, DC, 20503.

This survey is being conducted under OMB clearance number 3137-0054 expiring December 31, 2004.

## BACKGROUND ON MUSEUMS

A. Select the type of museum that most closely describes your museum. (Select the one best option.)

- |   |   |
|---|---|
| <input type="radio"/> Aquarium                      | <input type="radio"/> Natural history/anthropology museum |
| <input type="radio"/> Arboretum or botanical garden | <input type="radio"/> Nature center                       |
| <input type="radio"/> Art Museum                    | <input type="radio"/> Planetarium                         |
| <input type="radio"/> Children's museum             | <input type="radio"/> Science or technology center        |
| <input type="radio"/> General Museum                | <input type="radio"/> Zoological park                     |
| <input type="radio"/> Historic house/site           | <input type="radio"/> Other (Please list):                |
| <input type="radio"/> History museum                | _____   |

B. What is the size of your museum's annual budget? (Select the one best option.)

- ☐ Less than \$250,000
- ☐ \$250,001 - \$500,000
- ☐ \$500,001 - \$750,000
- ☐ \$750,001 - \$1,000,000
- ☐ \$1,000,001 - \$5,000,000
- ☐ \$5,000,001 - \$10,000,000
- ☐ \$10,000,001 - \$25,000,000
- ☐ More than \$25,000,000

C. What is the current size of your museum's paid, full time equivalent (FTE) staff? (Select the one best option.)

- ☐ Less than 5
- ☐ 6 – 10
- ☐ 11 – 25
- ☐ 26 – 75
- ☐ 76 – 150
- ☐ 151 – 250
- ☐ 251 – 500
- ☐ 501 – 1,000
- ☐ 1,001 – 1,500
- ☐ More than 1,500

## TECHNOLOGY

In this survey **technology** refers to using and managing information in digital formats through use of computers (hardware and software), automated systems to support services, Internet and other network connections, Web sites and Web-based services, office productivity applications like word processing and e-mail, staff to support these activities, and the range of technologies that help staff and users search, access, and experience collections on-site and virtually.

1. In the past 12 months, did your institution have funding for technology? (Select the one best option.)

- ☐ No
- ☐ Don't know/Not applicable
- ☐ Yes (If yes, select all that apply below.)

**If yes**, you obtain your funds from: (Select all below that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Endowment funds  | <input type="checkbox"/> Grants from other Federal agencies (e.g., Dept. of Ed., NEH) |
| <input type="checkbox"/> Foundation grants, including Gates Library Initiative          | <input type="checkbox"/> Institutional operating funds                                |
| <input type="checkbox"/> Gifts from donors  | <input type="checkbox"/> State funds  |
| <input type="checkbox"/> IMLS Museum National Leadership Grants                         | <input type="checkbox"/> City, county or other local government funds                 |
| <input type="checkbox"/> IMLS LSTA State Program and Library National Leadership Grants | <input type="checkbox"/> Corporate sponsors   |
|   | <input type="checkbox"/> Other (Please list): _____                                   |

2. In the next 12 months, do you plan to obtain funding for your technology? (Select the one best option.)

- ☐ No
- ☐ Don't know/Not applicable
- ☐ Yes (If yes, select all that apply below.)

**If yes**, you plan to obtain funds from: (Select all below that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Endowment funds  | <input type="checkbox"/> Grants from other Federal agencies (e.g., Dept. of Ed., NEH) |
| <input type="checkbox"/> Foundation grants, including Gates Library Initiative          | <input type="checkbox"/> Institutional operating funds                                |
| <input type="checkbox"/> Gifts from donors  | <input type="checkbox"/> State funds  |
| <input type="checkbox"/> IMLS Museum National Leadership Grants                         | <input type="checkbox"/> City, county or other local government funds                 |
| <input type="checkbox"/> IMLS LSTA State Program and Library National Leadership Grants | <input type="checkbox"/> Corporate sponsors   |
|   | <input type="checkbox"/> Other (Please list): _____                                   |

3. What percent of your institution's technology needs are met by current funding? (Select the one best option.)

- ☐ 0%
- ☐ 1%-25%
- ☐ 26%-50%
- ☐ 51%-75%
- ☐ 76%-99%
- ☐ 100%

4. Indicate the degree to which you agree with the following statements. (Select one in each row.) My institution is able to:

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>
a. Maintain its current level of technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Add new uses of technology to meet evolving needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. To what extent does your institution have the technology capacity (e.g., equipment, software, connectivity, skills and expertise, staffing) necessary to meet its mission? (Select the one best option.) Our technology capacity:

- ☐ Currently meets our mission  
☐ Almost meets our mission  
☐ Is short of meeting our mission  
☐ Does not meet our mission  
☐ Don't know/Not applicable

6. What technologies has your institution used in its day-to-day operations within the past 12 months, or plan to acquire or implement in the future? (Select one in each row.)

	<b>Used in past 12 months</b>	<b>Plan to acquire or implement in next 12 months</b>	<b>Plan to acquire or implement more than 12 months from now</b>	<b>Do not plan to acquire or implement/ Don't know</b>
a. Accounting/payroll software/HR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Broadband Internet connection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Computerized catalog of library or other collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Computerized collections management system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Database software or system for membership development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Desktop computers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. E-mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. GIS (geographic information systems) applications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Integrated library system (ILS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Intranet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. LAN (local area network)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Marketing and promotion software and systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Meta- or federated searching in online collections and catalogs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Modem (dial access) Internet connection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. Multimedia services or collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p. Notebook or tablet computers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Used in past 12 months	Plan to acquire or implement in next 12 months	Plan to acquire or implement more than 12 months from now	Do not plan to acquire or implement/ Don't know
q. Office productivity software, including word processing, desktop publishing and spreadsheets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r. PDA (personal digital assistant handheld devices, e.g. Palm)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s. Personal information management (PIM) software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t. Point-of-sale software and systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
u. RFID (radio frequency identification) in services or collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
v. Software to manage public access computers and printing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
w. Video tours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x. Virtual reality tours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
y. Web portal or gateway for services or collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
z. Web site for your institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
aa. Wireless network, including WiFi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
bb. Other (Please list):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. For which of the following purposes has your institution used technology to serve your community (i.e., users and visitors that your institution serves, supports, and engages) in the past 12 months, and for which purposes does your institution plan to start using technology to serve this community in the next 12 months? (Select one in each row.)

	Used in past 12 months	Plan to start using in next 12 months	Plan to start using more than 12 months from now	Do not plan to use for this purpose
a. To disseminate research findings and publications by our institution's staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. To orient and instruct users about available services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. To present educational programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. To provide access to computers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. To provide access to the Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. To provide educational programs offered by our institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. To provide information literacy instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. To provide orientation, introduction and educational information on exhibits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Used in past 12 months	Plan to start using in next 12 months	Plan to start using more than 12 months from now	Do not plan to use for this purpose
i. To provide user services (e.g., provision of career, health, government information)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Indicate the degree to which you agree with the following statements. (Select one in each row.) Technology has been useful in your institution because it:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
a. Makes programs and exhibits more interactive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Provides a richer educational experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Increases the number of people who participate in programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Increases access to institutional resources and services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. What are the primary hindrances to your institution's use of technology? (Select your **top three (3)** hindrances from the list below.)

- ☐ Lack of staff time  
☐ Lack of staff skills and expertise  
☐ Lack of funds  
☐ Lack of necessary equipment, software and/or networking  
☐ Concerns about intellectual property issues  
☐ Security concerns  
☐ Technology is not appropriate for our collection and services or the public we serve  
☐ Technology is not supported by management and/or the Board  
☐ Other (Please list): \_\_\_\_\_

10. To what extent do you have sufficient, skilled staff to accomplish your technology activities? (Select the one best option.)

- ☐ We do not have enough skilled staff to accomplish our technology activities  
☐ We have the right amount of skilled staff to accomplish our technology activities  
☐ We have more than enough skilled staff to accomplish our technology activities  
☐ Other (Please list): \_\_\_\_\_  
☐ Don't know/Not applicable

11. Where in your institution's organizational structure are the staff with technology responsibilities (e.g., procurement, installation, resource allocation, operations and maintenance) placed? (Select all that apply.)
- ☐ Management
  - ☐ Separate Information Systems/Technology Department
  - ☐ Integrated within operational departments
  - ☐ Other (Please list): \_\_\_\_\_
  - ☐ Don't know/Not applicable
12. Do you conduct needs assessments of user or visitor needs for technology supported services or experiences at your institution? (Select the one best option.)
- ☐ No (**Please skip to question 14.**)
  - ☐ Don't know/Not applicable
  - ☐ Yes
13. Are you taking action based on the results of your assessments? (Select the one best option.)
- ☐ Yes
  - ☐ Don't know/Not applicable
  - ☐ No (If no, select all that apply below.)
- If no**, because of: (Select all below that apply.)
- |   |  |
|---|--|
| <input type="checkbox"/> Lack of staff time                                     | <input type="checkbox"/> Not appropriate for our mission/goals |
| <input type="checkbox"/> Lack of staff skills and expertise                     | <input type="checkbox"/> Other (Please list): _____            |
| <input type="checkbox"/> Lack of funds  |  |
| <input type="checkbox"/> Lack of appropriate equipment, software and networking |  |
14. Which of the following statements best describes the attitudes of **your institution's Directors or Trustees** towards technology acquisition and technology use by your institution? (Select the one best option.)
- ☐ The Directors / Trustees of my institution generally promote expansion of my institution's technology capabilities and they provide specific guidance of these efforts
  - ☐ The Directors / Trustees of my institution generally promote expansion of my institution's technology capabilities, but they provide little specific guidance of these efforts
  - ☐ The Directors / Trustees of my institution are generally neutral on the subject of expanding my institution's technology capabilities
  - ☐ The Directors / Trustees of my institution generally oppose the expansion of my institution's technology capabilities
  - ☐ Don't know/Not applicable

15. Which of the following statements best describes the attitudes of **the population served by your institution** towards technology acquisition and technology use by your institution?

(Select the one best option.)

- ☐ The population served by my institution generally promotes expansion of my institution's technology capabilities and offers suggestions for these efforts
- ☐ The population served by my institution generally promotes expansion of my institution's technology capabilities, but provides few suggestions for these efforts
- ☐ The population served by my institution is generally neutral on the subject of expanding my institution's technology capabilities
- ☐ The population served by my institution generally opposes the expansion of my institution's technology capabilities
- ☐ Don't know/Not applicable



## DIGITIZATION

**Digitization** is the process of converting, creating, and maintaining books, art works, historical documents, photos, journals, etc. in electronic representations so they can be viewed via computer and other devices.

16. What digitization policies does your institution currently have in place or in development?  
(Select one in each row.)

	Policies in place	Policies in development	No policies in place or in development/ Don't know
a. Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Best practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Conversion of digital files to next generation formats	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Digital format (e.g., TIFF, GIF, PAL)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Institutional repository	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Intellectual property issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Materials to be digitized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Priorities for digitization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Preservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Quality control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Metadata	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. Other (Please list):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____			

17. Do you provide direct funding or services to other institutions for their digitization activities?  
(Select the one best option.)
- ☐ No  
☐ Don't know/Not applicable  
☐ Yes (If yes, select all that apply below.)

**If yes**, the following activities are funded by your institution: (Select all that apply.)

- ☐ Digitizing library collections  
☐ Digitizing special collections (like rare books or historical documents)  
☐ Supporting cooperative digitizing projects or partnerships  
☐ Accessing digital products (e.g., historical collections on-line)  
☐ Supporting **statewide** digitizing projects, such as developing strategic plans, surveying collections and implementing digitizing facilities  
☐ Supporting **inter-state** digitizing efforts, such as developing strategic plans, surveying collections and implementing digitizing facilities  
☐ Other (Please list): \_\_\_\_\_

18. In the past 12 months, did your institution have funding to support your digitization activities? (Select the one best option.)

- ☐ No
- ☐ Don't know/Not applicable
- ☐ Yes (If yes, select all that apply below.)

**If yes, you obtained your funds from:** (Select all below that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Endowment funds  | <input type="checkbox"/> IMLS Museum National Leadership Grants       |
| <input type="checkbox"/> Foundation grants  | <input type="checkbox"/> Institutional operating funds                |
| <input type="checkbox"/> Gifts from donors  | <input type="checkbox"/> State funds                                  |
| <input type="checkbox"/> Grants from other Federal agencies (e.g., Dept of Ed, NEH)     | <input type="checkbox"/> City, County or other local government funds |
| <input type="checkbox"/> IMLS LSTA State Program and Library National Leadership Grants | <input type="checkbox"/> Corporate sponsors                           |
|   | <input type="checkbox"/> Other (Please list):<br>_____                |

19. In the next 12 months, do you plan to obtain funding to support your digitizing activities? (Select the one best option.)

- ☐ No
- ☐ Don't know/Not applicable
- ☐ Yes (If yes, select all that apply below.)

**If yes, you plan to obtain funds from:** (Select all below that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Endowment funds  | <input type="checkbox"/> IMLS Museum National Leadership Grants       |
| <input type="checkbox"/> Foundation grants  | <input type="checkbox"/> Institutional operating funds                |
| <input type="checkbox"/> Gifts from donors  | <input type="checkbox"/> State funds                                  |
| <input type="checkbox"/> Grants from other Federal agencies (e.g., Dept of Ed, NEH)     | <input type="checkbox"/> City, County or other local government funds |
| <input type="checkbox"/> IMLS LSTA State Program and Library National Leadership Grants | <input type="checkbox"/> Corporate sponsors                           |
|   | <input type="checkbox"/> Other (Please list):<br>_____                |

20. What materials has your institution digitized or imaged, and what additional materials is your institution planning to digitize or image? (Select one in each row.)

	Began digitizing more than 12 months ago	Began digitizing in last 12 months or currently digitizing	Plan to begin digitizing in next 12 months	Plan to begin digitizing more than 12 months from now	Do not plan to digitize/ Don't know
a. Correspondence, diaries and other personal records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Course material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Education and training material about the collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Films, videotapes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Government publications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Historical documents/archives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Items in the collections (e.g., art work, artifacts, furniture, plants, animals)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Information on the institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Journals and other serials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Manuscripts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Maps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Music and other recorded sound	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Newspapers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Photographs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. Rare books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p. Records about the collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
q. Sheet music	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r. Special exhibits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s. Theses and dissertations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t. Other (Please list):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. **If you had the resources**, which of the following kinds of materials would you digitize or image? (Select your **top three (3)** from the list below.)

- |   |   |
|---|---|
| <input type="checkbox"/> Correspondence, diaries and other personal records                               | <input type="checkbox"/> Maps                           |
| <input type="checkbox"/> Course material  | <input type="checkbox"/> Music and other recorded sound |
| <input type="checkbox"/> Education and training material about the collections                            | <input type="checkbox"/> Newspapers                     |
| <input type="checkbox"/> Films, videotapes  | <input type="checkbox"/> Photographs                    |
| <input type="checkbox"/> Government publications  | <input type="checkbox"/> Rare books                     |
| <input type="checkbox"/> Historical documents/archives  | <input type="checkbox"/> Records about the collection   |
| <input type="checkbox"/> Items in the collections (e.g., art work, artifacts, furniture, plants, animals) | <input type="checkbox"/> Sheet music                    |
| <input type="checkbox"/> Information on the institution   | <input type="checkbox"/> Special exhibits               |
| <input type="checkbox"/> Journals and other serials   | <input type="checkbox"/> Theses and dissertations       |
| <input type="checkbox"/> Manuscripts  | <input type="checkbox"/> Other (Please list):           |

22. What are your institution's primary digitization priorities? (Select your **top three (3)** priorities from the list below.)

- |   |   |
|---|---|
| <input type="checkbox"/> Correspondence, diaries and other personal records                               | <input type="checkbox"/> Maps                           |
| <input type="checkbox"/> Course material  | <input type="checkbox"/> Music and other recorded sound |
| <input type="checkbox"/> Education and training material about the collections                            | <input type="checkbox"/> Newspapers                     |
| <input type="checkbox"/> Films, videotapes  | <input type="checkbox"/> Photographs                    |
| <input type="checkbox"/> Government publications  | <input type="checkbox"/> Rare books                     |
| <input type="checkbox"/> Historical documents/archives  | <input type="checkbox"/> Records about the collection   |
| <input type="checkbox"/> Items in the collections (e.g., art work, artifacts, furniture, plants, animals) | <input type="checkbox"/> Sheet music                    |
| <input type="checkbox"/> Information on the institution   | <input type="checkbox"/> Special exhibits               |
| <input type="checkbox"/> Journals and other serials   | <input type="checkbox"/> Theses and dissertations       |
| <input type="checkbox"/> Manuscripts  | <input type="checkbox"/> Other (Please list): _____     |
|   | <input type="checkbox"/> Don't know/Not applicable      |

23. In the past 12 months, how many digital materials or images has your institution created? (Select the one best option.)

- ☐ 0
- ☐ 1-500
- ☐ 501-1,000
- ☐ 1,001-5,000
- ☐ 5,001-10,000
- ☐ 10,001-25,000
- ☐ More than 25,000

24. How many more digital materials or images does your institution have to digitize or image? (Select the one best option.)

- ☐ 0
- ☐ 1-500
- ☐ 501-1,000
- ☐ 1,001-5,000
- ☐ 5,001-10,000
- ☐ 10,001-25,000
- ☐ More than 25,000

25. What is your institution's obligation to make digitized materials or images available, to sustain the digital materials or images, and to sustain user access to them? (Select all that apply, and at least one in each row.)

☐ We have no obligation to maintain digital materials or images or access to them. (Please skip to question 26.)

	Make digitized materials available	Sustain digitized materials	Sustain user access to digitized materials	Not Applicable
a. It is mandated by regulatory or legislative authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. It is mandated by organizational directives or by-laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. It is compelled by licensing agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. It is compelled by membership participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. It is compelled by public expectation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. It is compelled by consortia commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Other (Please list): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26. How does your institution undertake its digitization activities? (Select all that apply.)

- ☐ Contractual staff were hired to perform these activities in-house
- ☐ New institutional staff were hired to perform these activities
- ☐ Current staff were trained to perform these activities
- ☐ Current staff were reassigned to perform these activities
- ☐ Volunteers perform these activities
- ☐ These activities are performed by commercial vendors off-site
- ☐ Materials are digitized off-site at another institution's digitization center
- ☐ Other (Please list): \_\_\_\_\_
- ☐ Don't know/Not applicable

27. Do you make some or all of your digital image collections available to the public? (Select the one best option.)

- ☐ Yes, some of our digital image collections are available to the public
- ☐ Yes, all of our digital image collections are available to the public
- ☐ No, our digital image collections are not available to the public (Please skip to question 29.)
- ☐ Don't know/Not applicable

28. How are your digital image collections made available? (Select all that apply.)

- ☐ On the premises on our computer network (LAN)
- ☐ On the Web
- ☐ Through a third party
- ☐ Don't know/Not applicable

29. Who can access some or all of your institution's digital image collections, and is there a charge for service? (Select one in each row.)

	Pays for access	Does not pay for access	Does not have access	Don't know/Not applicable
a. General public who have Internet access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Anyone who subscribes to a commercial agent that provides access (e.g., AMICO)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Onsite visitors at your institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Members (e.g., library card holders, museum members)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Your staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Consortia/partners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Researchers/scholars at your institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Faculty at your institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Educators not part of your institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Students at your institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Students at affiliated institutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Alumni	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Outside researchers and scholars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

30. Are your digital materials or images listed in a digital registry (e.g., Association for Research Libraries' Digital Initiatives Database, UIUC OAI Metadata Harvesting Project)? (Select the one best option.)

- ☐ No  
☐ Don't know/Not applicable  
☐ Yes (Please list): \_\_\_\_\_

31. What are the primary goals for your institution's digitizing activities? (Select your **top three (3)** goals from the list below.)

- ☐ Preserve materials of importance or value
- ☐ Increase access to collections/materials/files
- ☐ Minimize damage to original materials
- ☐ Provide access to material via the Web
- ☐ Increase interest in the institution
- ☐ Save space in the institution
- ☐ Present more of the collection than is on display at any one time
- ☐ Save cost by eliminating duplication of materials
- ☐ Provide access to materials for specific audiences (e.g., reserve room materials for students)
- ☐ Encourage cooperation among institutions to increase the number and variety of materials available
- ☐ For distance or other e-learning programs
- ☐ Provide greater information about the institution's collections to artists, scholars, students, teachers, and the public
- ☐ Increase access to state services
- ☐ For our institution's internal records
- ☐ Support educational programs
- ☐ Other (Please list): \_\_\_\_\_
- ☐ Don't know/Not applicable

32. If you had no constraints, why would you digitize your materials? (Select your **top three (3)** from the list below.)

- |   |   |
|---|---|
| <input type="checkbox"/> Preserve materials of importance or value  | <input type="checkbox"/> Encourage cooperation among institutions to increase the number and variety of materials available                       |
| <input type="checkbox"/> Increase access to collections/materials/files   | <input type="checkbox"/> Provide greater information about the institution's collections to artists, scholars, students, teachers, and the public |
| <input type="checkbox"/> Minimize damage to original materials  | <input type="checkbox"/> Increase access to state services  |
| <input type="checkbox"/> Provide access to material via the Web   | <input type="checkbox"/> For our institution's internal records   |
| <input type="checkbox"/> Increase interest in the institution   | <input type="checkbox"/> Support educational programs   |
| <input type="checkbox"/> Save space in the institution  | <input type="checkbox"/> Other (Please list): _____   |
| <input type="checkbox"/> Present more of the collection than is on display at any one time                              | <input type="checkbox"/> Don't know/Not applicable  |
| <input type="checkbox"/> Save cost by eliminating duplication of materials  |   |
| <input type="checkbox"/> Provide access to materials for specific audiences (e.g., reserve room materials for students) |   |

33. Who do you consider your primary target audiences for your institution's digital materials? (Select your **top three (3)** target audiences from the list below.)

- |   |   |
|---|---|
| <input type="checkbox"/> General public who have Internet access              | <input type="checkbox"/> Educators not part of your institution |
| <input type="checkbox"/> Onsite visitors at the institution                   | <input type="checkbox"/> Students at your institution           |
| <input type="checkbox"/> Members (e.g., library card holders, museum members) | <input type="checkbox"/> Students at affiliated institutions    |
| <input type="checkbox"/> Your staff   | <input type="checkbox"/> Alumni                                 |
| <input type="checkbox"/> Consortia/partners                                   | <input type="checkbox"/> Outside researchers and scholars       |
| <input type="checkbox"/> Researchers/scholars at your institution             | <input type="checkbox"/> Other (Please list): _____             |
| <input type="checkbox"/> Faculty at your institution                          | <input type="checkbox"/> Don't know/Not applicable              |

34. **If you had no constraints**, for what audiences would you target your digitized materials?

(Select your **top three (3)** target audiences from the list below.)

- |   |  |
|---|--|
| <input type="checkbox"/> General public who have Internet access              | <input type="checkbox"/> Students at your institution        |
| <input type="checkbox"/> Onsite visitors at the institution                   | <input type="checkbox"/> Students at affiliated institutions |
| <input type="checkbox"/> Members (e.g., library card holders, museum members) | <input type="checkbox"/> Alumni                              |
| <input type="checkbox"/> Your staff   | <input type="checkbox"/> Outside researchers and scholars    |
| <input type="checkbox"/> Consortia/partners                                   | <input type="checkbox"/> Other (Please list): _____          |
| <input type="checkbox"/> Researchers/scholars at your institution             | <input type="checkbox"/> Don't know/Not applicable           |
| <input type="checkbox"/> Faculty at your institution                          |  |
| <input type="checkbox"/> Educators not part of your institution               |  |

35. Do you conduct needs assessments of user or visitor needs for digitized materials and images in your institution? (Select the one best option.)

- ☐ No (**Please skip to question 37.**)  
☐ Don't know/Not applicable  
☐ Yes

36. Are you taking action to meet the needs of users based on the results of your assessments?

(Select the one best option.)

- ☐ Yes  
☐ Don't know/Not applicable  
☐ No (If no, please select all that apply below.)

**If no**, because of: (Select all below that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Lack of staff time                 | <input type="checkbox"/> Not appropriate for our mission/goals |
| <input type="checkbox"/> Lack of staff skills and expertise | <input type="checkbox"/> Other (Please list): _____            |
| <input type="checkbox"/> Lack of funds                      |  |

37. Does your institution actively collaborate (through specific partnering agreements) with other institutions and organizations to digitize materials? (Select the one best option.)

- ☐ No (**Please skip to question 39.**)  
☐ Don't know/Not applicable  
☐ Yes (If yes, please select all that apply below.)

**If yes**, we collaborate with: (Select all below that apply.)

- |  |   |
|--|---|
| <input type="checkbox"/> State library agencies                  | <input type="checkbox"/> County, municipal or other local government agencies or archives |
| <input type="checkbox"/> Academic libraries                      | <input type="checkbox"/> Universities and colleges  |
| <input type="checkbox"/> Individual public libraries             | <input type="checkbox"/> Community organizations  |
| <input type="checkbox"/> Private libraries                       | <input type="checkbox"/> Private companies  |
| <input type="checkbox"/> Museums                                 | <input type="checkbox"/> Foundations  |
| <input type="checkbox"/> Consortia                               | <input type="checkbox"/> State library associations                                       |
| <input type="checkbox"/> State archives                          | <input type="checkbox"/> State museum associations  |
| <input type="checkbox"/> Special libraries                       | <input type="checkbox"/> Other professional associations                                  |
| <input type="checkbox"/> Historical societies                    | <input type="checkbox"/> Other (Please list): _____                                       |
| <input type="checkbox"/> Federal government agencies or archives |   |
| <input type="checkbox"/> Other state government agencies         |   |



38. In what ways does your institution collaborate with other libraries, museums, archives, and other institutions in digitization activities? (Select all that apply.)

- |  |   |
|--|---|
| <input type="checkbox"/> By coordinating state-wide, regional or consortial digitization activities                | <input type="checkbox"/> By setting policies or standards on digitizing, selecting materials and collections for digitizing       |
| <input type="checkbox"/> By identifying the materials or collections to be digitized                               | <input type="checkbox"/> By providing Best Practices and Guidelines   |
| <input type="checkbox"/> By providing financial support  | <input type="checkbox"/> By providing consultation to local libraries or museums on digitizing, management of digital collections |
| <input type="checkbox"/> By providing staff, equipment or technical expertise for digitization projects            | <input type="checkbox"/> By encouraging cooperative digitizing projects   |
| <input type="checkbox"/> By undertaking demonstration projects on digitizing                                       | <input type="checkbox"/> By issuing sub-grants for digitization   |
| <input type="checkbox"/> By providing a digitization center to which institutions send their materials for imaging | <input type="checkbox"/> Other (Please list):   |
|  | <hr/>   |
|  | <input type="checkbox"/> Don't know/Not applicable  |

39. Rate on a scale from 1 to 5, with 1 being "Deficient" and 5 being "Fully Capable," how capable your institution is in the following areas for initiating, accomplishing and sustaining digitization activities.

	Deficient				Fully Capable	Not Applicable
	1	2	3	4	5	
a. Staff skills and expertise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Equipment and software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Established digitization plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Established digitization policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Established quality standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Established procedures for preparation for creating digital images	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Established procedures for the management of images and files	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Other (Please list):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<hr/>						

40. Indicate the degree to which you agree with the following statements. (Select one in each row.) Digitization activities in your institution are hindered by:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
a. Lack of staff time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Lack of staff skills and expertise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Lack of funds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Lack of necessary equipment and/or software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Lack of an established digitization plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Lack of established digitization policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Lack of established quality standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Lack of established policies and procedures for preparation of materials for digitizing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Lack of established policies and procedures for the management of images and files	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Other projects that have higher priorities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Concern about intellectual property issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Security concerns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Not having collections worth digitizing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Concern about costs of preservation and management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. Management is unaware of the benefits of digitization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p. Other (Please list):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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41. What are the primary hindrances of your institution's digitization activities? (Select your **top three (3)** hindrances from the list below.)

- |  |   |
|--|---|
| <input type="checkbox"/> Lack of staff time  | <input type="checkbox"/> Lack of established policies and procedures for the management of images and files |
| <input type="checkbox"/> Lack of staff skills and expertise  | <input type="checkbox"/> Other projects have higher priorities  |
| <input type="checkbox"/> Lack of funds   | <input type="checkbox"/> Concern about intellectual property issues   |
| <input type="checkbox"/> Lack of necessary equipment and/or software   | <input type="checkbox"/> Security concerns  |
| <input type="checkbox"/> Lack of an established digitization plan  | <input type="checkbox"/> Do not have collections worth digitizing   |
| <input type="checkbox"/> Lack of established digitization policies   | <input type="checkbox"/> Concern about costs of preservation and management                                 |
| <input type="checkbox"/> Lack of established quality standards   | <input type="checkbox"/> Other (Please list):   |
| <input type="checkbox"/> Lack of established policies and procedures for preparation of materials for digitizing | <input type="checkbox"/> _____  |
|  | <input type="checkbox"/> Don't know/Not applicable  |

## IMLS ROLE

42. What are the top three (3) ways IMLS should support the implementation of appropriate **technologies** in your institution? (Select your **top three (3)** from the list below.)

- ☐ Identify the costs and resources required
- ☐ Identify and provide information about models
- ☐ Provide funding
- ☐ Provide information on sources of funding
- ☐ Identify and promote standards
- ☐ Identify and promote technology best practices (e.g., cost effective technologies, efficient technology implementation)
- ☐ Inform us about the advantages and challenges of implementing technology
- ☐ Report on the current status of technology implementation
- ☐ Provide referral information on projects, resources, standards, guidelines, etc.
- ☐ Other (Please list): \_\_\_\_\_
- ☐ IMLS should not have a role in technology implementation
- ☐ Don't know/Not applicable

43. What are the top three (3) ways IMLS should support **digitization activities** in your institution? (Select your **top three (3)** from the list below.)

- ☐ Identify the costs and resources required
- ☐ Identify and provide information about models
- ☐ Provide funding
- ☐ Provide information on sources of funding
- ☐ Identify and promote standards
- ☐ Identify and promote best practices
- ☐ Inform us about the advantages and challenges of digitization
- ☐ Help with intellectual property issues
- ☐ Support development of a Web portal/Web site to enable users to search digital resources
- ☐ Lead and promote national digitization efforts
- ☐ Provide referral information on projects, resources, standards, guidelines, etc.
- ☐ Other (Please list): \_\_\_\_\_
- ☐ IMLS should not have a role in digitization efforts
- ☐ Don't know/Not applicable